

**STS Student Handbook  
2021/22**



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# 1 Welcome to UCL

## 1.1 Provost's Welcome

Dear students,

To those of you who are returning, welcome back. To those of you who are new, congratulations for choosing UCL as your university.

Whatever your degree programme, your UCL education will take you deep into your chosen field and give you its broader context in our rich multidisciplinary academic culture. It will help you develop your skills and your networks and prepare you for your future.

We want you to learn how to think, not what to think, through UCL's research-based approach to education. Our students are our partners and contributors, working alongside world-leading academic staff to pursue excellence, break boundaries and make an impact on global challenges.

As we embark on the next academic year, UCL will make sure that the restrictions and negative effects of the Covid-19 pandemic in 2021 do not prevent your full engagement with teaching and learning and student life. We will make sure that as a student you connect well with people (your peers, teachers, researchers, and other UCL communities), with knowledge and research, and with the wider world. We will deliver this unique *Connected Learning* approach through enhanced online resources and remote teaching, as well as through face-to-face teaching on campus.

I warmly encourage you to shape your journey at UCL. Take our university-wide surveys and make your voice heard. Work in partnership with academics to make your programme of study even better.

UCL is a community of great minds. You are a valuable member of that community. I hope you will take every opportunity to shape your time with us, so that your experience is the best possible.

Dr Michael Spence  
UCL President and Provost

You can find the latest UCL information on the Coronavirus at:  
[www.ucl.ac.uk/coronavirus](http://www.ucl.ac.uk/coronavirus).

## 1.2 Covid-19: Possible Changes to Information

UCL will do all it can to support you during the on-going Covid-19 pandemic and please be assured that your safety is our top priority. However, we would ask you to please be aware that the information and advice provided in this handbook/Moodle pages may be subject to change.

In order for us to be as agile and responsive to your needs as possible, the most current information on services affected by Covid-19 is available on the UCL website and can be accessed from the main Students' webpages:

- [Students' webpages](#)

This also includes Frequently Asked Questions (FAQs) which may help you with any queries that you may have.

Advice and guidance on the support available to you can also be found on the Student Support and Wellbeing webpages:

- [Support During Covid 19 Outbreak](#)

When the campus is open, you can also access support from the Student Enquiries Centre, though please note that this may need to physically close depending on circumstances:

- [Student Enquiries Centre](#)

However, you can also log a query with UCL's new online enquiries system and self-help centre, askUCL, which is always open:

- [askUCL](#)

Please remember that your department can also help with many queries, particularly questions about your programme or modules, so please check with them where you should enquire.

You can contact your department via this email address: [sts-aa@ucl.ac.uk](mailto:sts-aa@ucl.ac.uk).

## 2 Introduction to the department and parent faculty

### 2.1 Explanation of the relationship between department and faculty

Your degree is defined by three layers of regulations. Students are expected to familiarise themselves with documents applying to their degrees. These are:

- Regulations set by UCL –general information is can be found on the [Student and Registry Services web page](#) and specific information can be found in the [UCL Academic Manual](#).
- Regulations set by [MAPS Faculty](#).
- Regulations set by STS “local rules. These are available in the appendices and on the STS Moodle page.

The hierarchy of these rules is simple: UCL rules in the Academic Manual override all rules and regulations set by faculties and departments. Faculty rules override rules set by departments.

## 3 Departmental staff related to the programme

### 3.1 Key staff members within the department and faculty

Heads of Department	Professor Jon Agar Professor Emma Tobin	jonathan.agar@ucl.ac.uk e.tobin@ucl.ac.uk
Department Manager	Giuseppe La Rosa	sts-dm@ucl.ac.uk
Faculty Dean	Professor Ivan Parkin	i.parkin@ucl.ac.uk
Faculty Director of Operations	Donna Williamson	d.williamson@ucl.ac.uk
Director of Education & Student Experience	Zak Liddell	z.liddell@ucl.ac.uk

### 3.2 Departmental staff related to the programmes

Role	Person	Email
Undergraduate Programme Tutors	Dr Jean-Baptiste Gouyon	j.gouyon@ucl.ac.uk
	Dr Tiago Mata	t.mata@ucl.ac.uk
Postgraduate Taught Programme Tutor	Dr Carina Fearnley	c.fearnley@ucl.ac.uk
Teaching Administrator	Randalle Roberts	Sts-aa@ucl.ac.uk

## 4 Key dates

### 4.1 Term dates, exam/assessment period, core activities

An academic year is called a "session". Each session has three "terms". Term 1 is in the Autumn; Term 2, the Winter. These are the main teaching terms. Term 3 is the Spring, after Easter. For undergraduates, Term 3 primarily is used for revision and examinations. For postgraduate taught students, this primarily is used for skill-development associated with their dissertation.

Term 1 is twelve weeks, including an induction week for the whole session. Induction Week is used for orientation activities for new students in preparation for their studies.

Term 2 is eleven weeks. Both Term 1 and 2 have "reading weeks" midway. These are natural stopping points in the programme of study. Students are expected to undertake work related to their degrees during reading weeks; however, STS holds no mandatory lectures or meetings during those weeks. Some programmes require attendance on campus during reading weeks. STS does not.

Postgraduate taught programmes follow the same session and term calendars as undergraduates. However, their programme requires work over a full calendar year. Full-time students are required to attend for one full calendar year; part-time students, two calendar years. This means there is required work to undertake during the summer months, and the last item of assessed work in the degree is the dissertation, or research project, normally due at the end of August.

#### 4.1.1 UCL Term Dates: 2021/22

Term	Dates
First Term	Monday 27 September 2021 to Friday 17 December 2021
Second Term	Monday 10 January 2022 to Friday 25 March 2022
Third Term	Monday 25 April 2022 to Friday 10 June 2022

Reading Weeks are the weeks beginning Monday 08 November 2021 and Monday 14 February 2022.

UCL Closure	Dates
Christmas College Closure	Close 5.30pm Thursday 23 December 2021
	Open 9.00am Tuesday 04 January 2022
Easter College Closure	Close 5.30pm Tuesday 12 April 2022
	Open 9.00am Tuesday 19 April 2022
Bank Holidays	Closed - Monday 02 May 2022
	Closed - Thursday 02 June 2022
	Closed – Friday 03 June 2022
	Closed - Monday 29 August 2022

#### Further information:

- [Term Dates 2021-22](#)

#### 4.1.2 UCL Examination Periods 2021-22

Dates are still TBC due to Covid 19. Students will be informed once UCL Exam Periods are confirmed. There are no exams for STS modules, but undergraduate students in years 2 and 3 and postgraduate students taking external modules may have examinations as part of their assessment.

All examinations are held during term 3. The examination timetable is published via Portico (the Student Information system), usually late February. Students will receive an email from Student Registry Services (Exams) asking you to confirm that you have been registered for the correct modules and the correct exams. It is essential that you check your personal timetable to ensure that you are entered for the correct examinations.

STS students who require special examination arrangements, (i.e. students with conditions such as dyslexia, visual impairment, or other medical conditions) may request reasonable adjustments to complete an exam. The process for students to apply for these arrangements is usually communicated during term 2.

#### 4.2 Department- and faculty-level events and key dates

Key dates for HPSC modules are posted in the module syllabus and, normally, on the module's Moodle page.

Key dates for the department are posted on the STS website and are advertised to students via UCL email address and via STS social media.

STS run a comprehensive programme of seminars and events, which are widely publicised on social media and through departmental channels. All STS students are invited to attend.

#### 4.3 How UCL and the department will communicate with students

UCL will communicate with students via:

- **UCL student email** – Students should check their UCL email regularly.
  - [UCL student email](#)
- **UCL Moodle** – UCL's online learning space, used by module organisers, programme leaders, departments and faculties to provide essential information in addition to learning resources.
  - [UCL Moodle](#)
- **myUCL** – A weekly term-time e-newsletter to all students (undergraduate and postgraduate) at UCL, which covers key internal announcements, events and opportunities.
  - [myUCL](#)
- **UCL Instagram** – UCL's official Instagram channel, featuring news, events, competitions and images from across the UCL community.
  - [UCL Instagram](#)
- **@ucl Twitter channel** – Sharing highlights of life at UCL from across UCL's diverse community.
  - [@ucl Twitter channel](#)

STS also has a social media presence [@STSUCL](#) Twitter channel, [STSUCL](#) Facebook page and [STS Instagram](#).

## 5 Hours of Study

### 5.1 Hours of study

In general, both undergraduates and postgraduate students are expected to study 150 hours in total for each 15 credit module. This time is made up of formal learning and teaching events such as lectures, seminars and tutorials, as well as independent study.

Reading Weeks are not intended as periods of leave from the programme of study. They are purposefully unstructured time in the academic diary, reserved for catching up, reflecting, pursuing related projects, and making substantial progress on assessed coursework. These are not intended to be holidays.

### 5.2 Personal study time

Studying a subject in a module involves much more than class time. Students are expected to make good use of independent reading, independent research, and self-directed study. UCL manages a spectacular range of resources towards these ends. Discuss the possibilities with your personal tutor and module tutors. Also, please explore along your own interests. Students also are expected to commit considerable time to assessed coursework and preparation for examinations.

### 5.3 Attendance requirements

#### 5.3.1 Attendance Requirements

UCL expects students to attend all the scheduled learning events which appear on their timetable as this gives students the best chance of academic success. This includes all events set out in the programme handbook or those provided to students during a module, including personal tutorials. A central student attendance system - RegisterUCL – is used to record attendance at teaching events.

Students must ensure that they engage with the method of recording attendance which is required by UCL. Students are responsible for ensuring that their attendance is recorded. All departments on the Faculty of Mathematical & Physical Sciences have a 50% attendance requirement.

**Further information:**

- [Attendance at UCL](#)

#### 5.3.2 Student Visa students: Absence from teaching and learning activities

In line with UCL's obligations under UK immigration laws, UCL is required to report to UK Visas and Immigration (UKVI) when a student has not been engaging with their studies. RegisterUCL is used by departments and the central Student Immigration Compliance team to report on student attendance. This is not only to meet the UKVI requirements, but also to identify any problems as early as possible to ensure action is taken to advise or assist the student.

**Further information:**

- [Student visa responsibilities](#)



## 6 Our expectations of students

### 6.1 UCL Code of Conduct

UCL enjoys a reputation as a world-class university. It was founded on the basis of equal opportunity, being the first English university to admit students irrespective of their faith and cultural background and the first to admit women. UCL expects its members to refrain from interfering with the proper functioning or activities of UCL, or of those who work or study at UCL. Students should ensure they read and familiarise themselves with UCL's Student Code of Conduct and other related policies and should be aware that any inappropriate behaviour may lead to actions under UCL's Student Disciplinary Procedures.

#### Further information:

- [UCL Code of Conduct for Students](#)
- [UCL Disciplinary Code and Procedure in Respect of Students](#)
- [UCL Policy on Harassment and Bullying](#)
- [UCL Code of Practice on Freedom of Speech](#)
- [Religion and Belief Equality Policy for Students](#)

## 7 Programme structure

### 7.1 The structure of the programme, duration, credits, qualification(s)

Students with questions about their degrees or UCL rules should consult their personal tutor in the first instance. The UCL Academic Manual is the first point of contact for the rules themselves.

STS local rules define the modules required for completion of a particular degree. Information for both undergraduate and postgraduate programmes are available on the STS website. Students are committed to the local rules in place for the year they started their programme. Later changes to the local rules do not apply. The local rules are available in the appendices and on the programme Moodle site that is applicable to your programme of study. Please ensure that you familiarise yourself with these when you make your module choices.

If a compulsory module becomes unavailable during the normal course of study, STS programme tutors will consider substitutions and are the official source for approving these substitutions. The main criterion for substitution is that the result maintains a coherent programme of study within the degree title.

### 7.2 Projects, placements and study abroad

#### 7.2.1 Information on study abroad options

Students have the option of study abroad in Year 3 of the degree. They will follow a programme of study developed in consultation with STS mentors, UCL study abroad staff, and academics at the partner institution. Students complete their degree in Year 4. Students must be in good academic standing to be considered for the study abroad option and should apply in year 2 of their study. Further information will be circulated by the department.

#### Further information:

- [Go Abroad](#)

## 7.2.2 Information on summer internships

STS has a summer studentship programme, which supports students working with STS academics on research projects directly related to their research programmes. These opportunities are circulated in the Spring, and STS students will be encouraged to apply.

## 7.2.3 Information on internships from UCL Careers

UCL has web resources, a student toolkit and bookable appointments for students to support them with applications for internships, and guidance in sourcing opportunities.

Please note that this information may be subject to change due to Covid-19 – please check the Internships website below for the most up-to-date information.

**Further information:**

- [Internships](#)

# 8 Tutorials and supervision

## 8.1 What students can expect in terms of academic and personal tutoring

### Academic and Personal Tutoring

UCL is committed to providing all students with the academic guidance and personal support that they need to flourish as members of our active learning and research community. As part of the wider support infrastructure provided by a programme, every undergraduate or taught postgraduate student will be assigned a member of staff who can provide constructive academic and personal development guidance and support.

At the start of the year, students will be provided with the name of their personal tutor, and information about how meetings will work. Students are encouraged to be proactive in engaging with their Personal Tutor: make sure you reply to emails from your personal tutor in a timely manner and always let them know if you can't attend a meeting. It's important to build a relationship with your tutor so that you feel comfortable approaching them, should problems arise. Your personal tutor can also provide academic references for you, which is an important reason to build a professional relationship with them.

STS prides itself on our personal tutoring system. Personal tutors are members of academic staff trained to provide tailored academic advice (related to degrees and university). They know about resources available elsewhere in UCL for support. This includes physical and mental health, careers, rights and advice, and financial assistance. UCL also is well-supported with academic and welfare teams for students in need.

Each STS student is assigned a personal tutor. Make the most of this relationship by meeting with your personal tutor on a regular basis. It is a UCL requirement that students should meet with their personal tutors a total of 5 times, 3 of which should be face-to-face. We will invite you to termly meetings, but take the initiative and ask for more if that suits your needs. Meet monthly, for instance. Keep the conversation moving. Help your personal tutor get to know you, your academic work and your aspirations. Personal tutors are most effective when kept in conversation.

Please note that this information may be subject to change due to Covid-19 – please check the Personal Tutoring webpage below for the most up-to-date information.

**Further information:**

- [Personal Tutors](#)

## 8.2 Transition Mentors

### 8.2.1 Transition Mentors

The **UCL Transition Programme** supports new first-year students at UCL, helping them to settle in quickly and achieve their potential. Each first-year student is assigned a **Transition Mentor** for their first term. Transition mentors are later-year students within each department who work with small groups of students on a weekly basis to help them settle in to UCL and London as well as focussing on academic issues and topics specific to their degree programme. First-year students meet their Transition Mentor during the first week of term at their department's 'Meet your Mentor' session.

Please note that the 2021 Transition Mentoring Programme will primarily be delivered online. However, depending on COVID-19 restrictions, there may be opportunities for mentors and their groups to undertake some face-to-face activities.

**Further information:**

- [UCL Transition Mentors](#)

## 9 Advice on choosing module options and electives

### 9.1 Choosing modules

Modules are the individual units of study which lead to the award of credit. Modules for the whole year are chosen at the beginning of the academic year. The options for 2nd and 3rd year students are outlined in our module catalogue. The department advocates that a total of 4 modules should be chosen for term 1 and 4 modules for term 2 rather than 5 and 3 or similar variations. Changes to your initial selection are possible, but this must be done as soon as possible and by the relevant deadline.

STS students are required to obtain the approval of their personal tutor prior to the completion of their enrolment into modules. Normally, the personal tutor will be asked to sign-off all registration requests. **Note:** All compulsory modules are already registered against your record in Portico. For first year undergraduate students, there is no need to register complete module registration as year 1 consists of 8 compulsory modules.

Some limited scope exists within UCL regulations for module substitutions to the STS local rules. Discuss the possible need for this with your personal tutor. Substitutions must contribute to a coherent programme of study within the sought degree. The approval of the appropriate programme tutor is required for all changes to local rules. In every case, a student must secure written approval for any changes, and it is in their best interests to preserve these written records.

Students wishing to register on modules not run in STS normally need to secure permission from the department delivering the module. It is advisable to visit the relevant department to verify the process.

#### 9.1.1 New Process for Choosing Modules for 2022/23 (continuing students)

Continuing undergraduate students and postgraduate students on programmes of more than 1 year's duration will have an opportunity to make an initial selection of modules for 2022/23 at the end of the spring term, with places being confirmed in the summer.

### 9.1.2 UCL Module Catalogue

UCL's new Module Catalogue gives access to a comprehensive catalogue of all modules across the whole of UCL, published in a consistent, searchable and accessible format.

**Further information:**

- [Module Catalogue](#)

Affiliate students will be advised of the process for selecting modules by their home department. Modules may need to be selected before enrolment, or after the student has arrived at UCL.

### 9.1.3 Module Selection and Verification Deadlines

You will receive an email through the Student Records system, Portico, with details of module registration deadlines. Later on, you will also be asked to check in Portico and confirm that your module registrations are correct. It is important that you check that you are registered for the correct modules so that you are entered for the right assessments.

**Further information:**

- [Module Registration](#)

### 9.1.4 Change of Module Selection

If a student wishes to change a module selection, requests need to be submitted and approved by the department.

Exact deadlines will be published each year in the 'Module Selection Task' on Portico. On Online Programmes, exact deadlines will be set, managed and communicated by the Department.

**Further information:**

- [Portico Login](#)
- [Academic Manual Chapter 3, Section 2: Module Selection](#)

## 9.2 Contact details for staff who can give advice

Undergraduate Programme Tutors	Dr Jean-Baptiste Gouyon Dr Tiago Mata	j.gouyon@ucl.ac.uk t.mata@ucl.ac.uk
Postgraduate Programme Tutor	Dr Carina Fearnley	c.fearnley@ucl.ac.uk
Department Manager	Giuseppe La Rosa	sts-dm@ucl.ac.uk
Teaching Administrator	Randalle Roberts	sts-aa@ucl.ac.uk

# 10 Changes to Registration Status

## 10.1 Information on how to change, interrupt or withdraw from a programme

### Changes to Registration

Students wishing to make changes to their registration status should first discuss their plans with their Personal Tutor or Supervisor who can explain the options available and help students to make the right decision. Students should also ensure that they read the relevant sections of the UCL Academic Manual before making any requests to change their academic record.

Applications must be made in advance of the effective date of change.

### 10.1.1 Changing programme

If a student wishes to transfer from one UCL degree programme to another, they must make a formal application. The usual deadline for change of degree programme during the academic session is the end of **October** each year (for students registering in September, with a later date for students registering in January) to be compatible with module selection deadlines, although later transfers may be possible, where the transfer does not affect module selections. Students should log in to their Portico account and complete the online application. Students are strongly advised to discuss their plan with the departments involved before requesting a change of programme on Portico.

#### Further information:

- [Changing your degree programme or modules](#)
- [Academic Manual Chapter 3, Section 6 Programme Transfers](#)

### 10.1.2 Interruption of studies

If a student requires a temporary break from their studies and plans to resume their programme at a future date, they must apply for a formal Interruption of Study.

#### Further information:

- [Interrupting or withdrawing from your studies](#)
- [Academic Manual Chapter 3, Section 5: Interruption of Study](#)

### 10.1.3 Withdrawing from a programme

If a student wishes to leave their degree programme prior to completing their final examinations they must apply for a formal withdrawal from their studies. Applications must be made in advance of the effective date of change. Students should log in to their Portico account and complete the online application.

#### Further information:

- [Interrupting or withdrawing from your studies](#)
- [Academic Manual Chapter 3, Section 8: Withdrawing from a programme](#)

### 10.1.4 Informing the Student Loans Company of changes to your student status

If a student makes a change to their programme or registration status during the course of the academic year, it is important that the Student Loans Company (SLC) is notified. The SLC can then re-assess and update its records. Changes could include a student

withdrawing from their academic programme, an interruption in studies or transferring to a new programme. The SLC must also be notified when there is a change in mode of study or when a student has returned from an interruption.

To inform the SLC of a change in your student status, a Change of Circumstance (CoC) form must be completed online by your Faculty. See the Key Contacts section for details of who to contact in the Faculty if you require a CoC form to be submitted on your behalf or if you have any related queries.

## 10.2 Key contacts in the department and faculty for assistance with any of the above

Undergraduate Programme Tutors	Dr Jean-Baptiste Gouyon Dr Tiago Mata	j.gouyon@ucl.ac.uk t.mata@ucl.ac.uk
Postgraduate Tutor	Dr Carina Fearnley	c.fearnley@ucl.ac.uk
Department Manager	Giuseppe La Rosa	sts-dm@ucl.ac.uk
Teaching Administrator	Randalle Roberts	sts-aa@ucl.ac.uk

## 11 Progression, Award and Classification

### 11.1 Information on how a student progresses through the programme – what does a student need to complete and pass to be awarded a degree, what are the consequences of unsatisfactory progress

UCL's Progression and Award Requirements define how many credits and modules students need to pass to progress from one year of study to the next and to be awarded a UCL qualification.

#### **STS Bachelors Degrees:**

This programme uses the Honours Degree Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 9: Progression and Award.

#### **STS Postgraduate Certificates:**

This programme uses the Postgraduate Certificate Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 9: Progression and Award.

#### **STS Postgraduate Diplomas:**

This programme uses the Postgraduate Diploma Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 9: Progression and Award.

#### **STS Masters Degrees:**

This programme uses the Masters Progression and Award Requirements in the UCL Academic Manual, Chapter 4, Section 9: Progression and Award.

The regulations work slightly differently depending on the programme structure. Specific regulations for each individual programme are published in the Portico Progression and Award Rules Tool. Students will be notified when their regulations are available. To find the Tool, students should click on the 'My Programme' box on the 'My Studies' page in Portico. The 'Progression and Award Rules' link is below the programme information.

**Further information:**

- [Academic Manual Chapter 4, Section 9: Progression and Award](#)
- [Portico Login](#)

## 11.2 How will marks be combined to reach a classification?

Students who have successfully completed the Progression and Award Requirements will be awarded a Classification. The UCL Academic Manual, Chapter 4, Section 10: Classification defines the Classification Schemes for each qualification.

The regulations work slightly differently depending on the programme structure. Specific regulations for each individual programme are published in the Portico Progression and Award Rules Tool. Students will be notified when their regulations are available. To find the Tool, students should click on the 'My Programme' box on the 'My Studies' page in Portico. The 'Progression and Award Rules' link is below the programme information.

**Bachelors and Integrated Masters Degrees:**

This programme uses UCL Honours Degree Classification Scheme /B in the UCL Academic Manual, Chapter 4, Section 10: Classification.

**Taught Masters, Postgraduate Diplomas and Postgraduate Certificates:**

This programme uses the Numeric Taught Postgraduate Classification Scheme in the UCL Academic Manual, Chapter 4, Section 10: Classification.

**Further information:**

- [Academic Manual Chapter 4, Section 10: Classification](#)
- [Portico Login](#)

## 12 Information on assessment

Please note that this information may be subject to change due to Covid-19 – please check the Students' webpages for the most up-to-date information:

- [Students' webpages](#)

### 12.1 How will students be assessed?

STS prefers a scheme of continuous assessment, with a mixture of formative and summative feedback. Assessment methods vary by module. STS modules use a variety of assessment, including essays, blog posts, presentations, group work and posters. Module tutors will describe assessment for their module at the start of term and in their module syllabus.

### 12.2 What are the marking criteria and learning outcomes?

STS follows a clear marking procedure for assessed coursework to ensure the marks awarded to students are fair and appropriate. All work is marked in the first instance by module tutors or teaching assistants, and reviewed by a second marker. These markers

assess the work in accordance with the marking criteria and use their academic judgement to determine an agreed mark for the piece of work. STS assessment criteria are found in Appendix 2 and 3. It is also worth checking each STS Moodle site for the marking criteria for each module.

In addition to this process, a sample of the work is also sent to an examiner who works outside UCL. Their role is to verify the marking process as fair and consistent with UCL regulations. Marks communicated to students during the academic year remain provisional until they have been formally ratified by the STS Board of Examiners, and by other examination boards within UCL.

### **12.3 What marking scale is in use on the programme?**

STS uses a numerical marking scheme. See Appendices for UGT and PGT marking schemes.

### **12.4 What is feedback, and how will students recognise it (questions in lectures, emails etc.)? How and when will students receive feedback on their work and what will it look like?**

For written assessments, STS will provide feedback that takes the form of being online via the Moodle submission page for the module. Other feedback might include group discussion, peer review etc. Module tutors hold office hours where students can get feedback on assessments and advice on essay planning.

If you have any concerns about marks for any module, please consult the module tutor in the first instance, and your personal tutor in the second instance, who can route queries as needed.

### **12.5 UCL Standard turnaround time for feedback**

#### **UCL Feedback Turnaround Policy**

Regular feedback is an essential part of every student's learning. It is UCL policy that all students receive feedback on summative assessments within one calendar month of the submission deadline. This feedback may take the form of written feedback, individual discussions, group discussions, marker's answers, model answers or other solutions (although students should note that UCL is generally unable to return examination scripts). Students writing dissertations or research projects should also expect to receive feedback on a draft on at least one occasion.

If, for whatever reason, a department/division cannot ensure that the one calendar month deadline is met then they will tell students when the feedback will be provided - it is expected that the extra time needed should not exceed one week. Where feedback is not provided within the timescale, students should bring the matter to the attention of their Departmental Tutor or Head of Department.

#### **Further information:**

- [Academic Manual Chapter 4, Section 8: Assessment Feedback](#)

### **12.6 For written examinations, a link to the UCL Examination Guide for Candidates on the Examinations and Awards website**



Please note that this information may be subject to change due to Covid-19 – please check the Students’ webpages for the most up-to-date information:

- [Students’ webpages](#)

### 12.6.1 Examinations

Students must ensure that they are aware of the regulations governing written examinations detailed in the UCL Examination Guide for Candidates on the Examinations and Assessment website.

**Further information:**

- [Examinations and Assessments](#)
- [Academic Manual Chapter 4, Section 4: Examinations](#)

### 12.7 For coursework submissions, clear information about where and how to submit work, including details of any electronic submission methods and the technical support available

Unless otherwise specified, coursework is submitted through Moodle. In the event that there are issues with Moodle and it is not possible to submit, the student will be expected to e-mail their coursework to the module tutor, copied to the Teaching Administrator ([sts-aa@ucl.ac.uk](mailto:sts-aa@ucl.ac.uk)), prior to the advertised deadline. A screen shot of the error message (including date/time) will be required as supporting evidence. Students are responsible for ensuring that their work is submitted on time.

If an attachment cannot be opened by UCL’s standard package of software - for example, Apple Pages - it may be deemed as not submitted. Please remember to keep a copy of all material uploaded or e-mailed.

UCL policy requires STS to mark coursework anonymously wherever possible. To facilitate this, please submit assessed coursework without your name on the item. Use only your student number/candidate number. Students who have added other identifiers will be deemed to have waived their anonymity in that instance.

### 12.8 Information about penalties for late submissions

#### 12.8.1 Coursework Late Submission Penalties

Planning, time-management and the meeting of deadlines are part of the personal and professional skills expected of all graduates. For this reason, UCL expects students to submit all coursework by the published deadline date and time, after which penalties will be applied.

If a student experiences something which prevents them from meeting a deadline that is sudden, unexpected, significantly disruptive and beyond their control, they should submit an Extenuating Circumstances (EC) Form. If the request is accepted, the student may be granted an extension. If the deadline has already passed, the late submission may be condoned i.e. there will be no penalty for submitting late.

Extenuating circumstances form are submitted via an online form – the link the form will be posted to the STS Moodle page once available.

**Further information:**

- [Academic Manual Chapter 4, Section 3: Module Assessment](#)
- [Academic Manual Chapter 4, Section 6: Extenuating Circumstances](#)

## 12.9 Information about absence from assessment

### 12.9.1 Absence from Assessment

Any student who is absent from an assessment without prior permission will receive a mark of 0.00%/ Grade F unless they formally request to defer their assessment to a later date by submitting a claim for **Extenuating Circumstances with appropriate supporting evidence**. If Extenuating Circumstances are not approved, the mark of 0.00%/ Grade F will stand and the student will be considered to have made an attempt.

**Further information:**

- [Academic Manual Chapter 4, Section 6: Extenuating Circumstances](#)

## 12.10 Information about word counts and penalties

### Word Counts

Assignment briefs will include clear instructions about word counts, the inclusion of footnotes, diagrams, images, tables, figures and bibliographies etc. Students are expected to adhere to the requirements for each assessment. Students exceeding these parameters may receive a reduction in marks.

STS will specify word counts in their assessments where appropriate. If students submit work in excess of the word count, markers are not obliged to mark beyond the maximum word count and proportionate penalties may apply but will not exceed 10 percentage points (or equivalent).

**Further information:**

- [Academic Manual Chapter 4, Section 3: Module Assessment](#)

## 12.11 Information about the consequences of failure

Please note that this information may be subject to change due to Covid-19 – please check the Students' webpages for the most up-to-date information:

- [Students' webpages](#)

Students are permitted a maximum of two attempts at any given assessment. If a student fails an assessment at the first attempt they might:

- Be eligible for Condonement
- Need to Resit or Repeat the assessment
- Apply for a Deferral or other support under the [Extenuating Circumstances](#) procedures

### Condonement

Condonement allows a student to progress from one year to the next and/ or to be awarded a qualification where they are carrying a small amount of failure, as long as their overall performance is of a good standard and the requirements of any relevant Professional, Statutory or Regulatory Bodies are met. Students who meet the Condonement Criteria will not be reassessed.

A student's eligibility for Condonement in any given module is determined by the programme on which they are enrolled - some modules may be 'Non-Condonable' i.e. students must pass them. Condonement applies to module marks falling within a certain range, and students will need to meet defined criteria to be eligible for Condonement.

**Further information:**

- [Academic Manual Chapter 4, Section 9: Progression and Award](#)

**Student Guides to Condonement**

- [Undergraduate Student Guide to Condonement](#)
- [Taught Postgraduate Student Guide to Condonement](#)
- [Graduate Certificate and Diploma Guide to Condonement](#)

**Reassessment**

Depending on the amount of failure, Reassessment may take the form of either a Resit, which usually takes place in the Late Summer, or a Repeat in the following academic session. The marks for modules successfully completed at the second attempt will be capped at the Pass Mark – 40.00% for modules at UG Level/ Levels 4, 5 and 6; 50.00% for PGT modules at Masters Level/ Level 7.

**Taught Postgraduate students:**

Students who fail a Masters dissertation/ research project will normally resit by 31 January (30 April for January-start programmes). Exceptionally, the Exam Board may decide that the extent of failure is such that the student needs to repeat the dissertation with tuition and fees.

**Further information:**

- [Academic Manual Chapter 4, Section 11: Consequences of Failure](#)

**Deferred Assessment**

If an assessment has been affected by Extenuating Circumstances (ECs) students may be offered a Deferral i.e. a 'new first attempt' or a 'new second attempt'. If the student successfully completes a Deferral of their first attempt, their module marks will not be capped. If the student successfully completes a Deferral of their second attempt (i.e. they have ECs on a Resit or Repeat), their module marks will be capped at the Pass Mark (i.e. the existing cap will not be removed).

**Further information:**

- [Extenuating Circumstances](#)
- [Academic Manual Chapter 4, Section 6: Extenuating Circumstances](#)

## 12.12 Academic Integrity

High academic standards are fundamental to ensuring continued trust and confidence in UCL's world-leading research and teaching, as well as the individuals who work and study at UCL. UCL takes Academic Integrity very seriously, and expects students to familiarise themselves with UCL's referencing and citation requirements. A good starting point is the UCL Library Guide to References, Citations and Avoiding Plagiarism. Students should also ensure that they are familiar with the specific referencing requirements of their discipline, as these may vary.

Candidates for written examinations should also familiarise themselves with the requirements set out in the *UCL Examination Guide for Candidates*, which is published

annually on the Examinations and Awards website. It is also very important that students are aware of what items they are permitted to bring into the Examination Halls, so they can ensure they do not unintentionally breach the examination rules.

UCL has a zero tolerance approach to the use of essay mills and contract cheating, as they go against every principle that UCL stands for. These types of service disadvantage honest students and devalue standards in our universities.

The vast majority of students at UCL will maintain their Academic Integrity throughout their studies, but it is important to be aware that UCL may consider breaches to your Academic Integrity as an instance of Academic Misconduct. When Academic Misconduct occurs there can potentially be penalties imposed, and it is important to note that repeated breaches will be taken very seriously and could result in exclusion from UCL (see Academic Manual, Chapter 6, Section 9.3, web-link provided below). For students who are unsure of what may be considered as Academic Misconduct, the procedures in Chapter 6 of the Academic Manual define all such behaviour and how this is taken forwards. UCL also has online tools available to help students identify what behaviours may be considered as Academic Misconduct.

**Further information:**

- [Academic Integrity](#)
- [Library Guide to References, Citations and Avoiding Plagiarism](#)
- [Academic Manual Chapter 6, Section 9: Student Academic Misconduct Procedure](#)
- [Academic Manual Chapter 4, Section 4: Examinations](#)
- [Examinations and Assessments](#)

### **12.13 Information about academic integrity and accepted referencing methods in the discipline**

For preferred referencing style, please consult your module tutor as it may vary depending on which module, department you are studying in.

### **12.14 Information about academic integrity (plagiarism) in the discipline**

Plagiarism is defined as the presentation of another person's thoughts or words or artefacts or software as though they were a student's own. All UCL students are required to read UCL guidance on plagiarism including what it is and tips on how to avoid plagiarism [www.ucl.ac.uk/current-students/guidelines/plagiarism](http://www.ucl.ac.uk/current-students/guidelines/plagiarism).

Plagiarism constitutes an examination offence under UCL regulations, and it important that students understand what constitutes plagiarism and how to avoid it. UCL regulations governing plagiarism apply to all student work, including examinations, assessed coursework and non-assessed coursework.

Self-plagiarism is an examination offense, too. This occurs when a student attempts to obtain credit for the same work twice, and it can apply to work submitted to multiple modules, degrees, or institutions.

All assessed coursework is submitted to plagiarism detection software, which uses a mixture of online and print sources for comparison. Other techniques may also be used.

### **12.15 Information about research ethics, approvals process, code of conduct, etc. on the programme**

Students involved in research with humans need to complete the ethics proforma available on the STS website. Ethics approval must be received by the Director of

Research before research with participants can be undertaken. You will be able to receive confirmation that you have been granted Ethics approval.

## **12.16 Information about Marking, Second-Marking and Moderation**

All work that is submitted for summative assessment is marked by a UCL Internal Examiner or Assistant Internal Examiner. All UCL programmes also include second-marking and internal moderation processes to ensure that marking is consistent and fair. Second-marking can take a number of different forms depending on the type of assessment, but the overall aim is to ensure that marking is as accurate as possible. Internal moderation also helps UCL to ensure that marking is equitable across different modules, pathways, options and electives.

## **12.17 Information about the External Examiner process and how to access reports via Portico**

### **External Examining at UCL**

External Examiners are senior academics or practitioners from other universities who help UCL to monitor the quality of the education we provide to our students. In particular, External Examiners scrutinise the assessment processes on each programme, helping UCL to ensure that all students have been treated fairly, that academic standards have been upheld and that the qualifications awarded are comparable with similar degrees at other UK universities.

Each External Examiner submits an on-line annual report. Faculties and departments are required to reflect on any recommendations and address any issues raised in a formal response. The report and response are discussed with Student Reps at the Staff-Student Consultative Committee, and are scrutinised by faculty, department and institution-level committees. Students can access their External Examiner's report and departmental response via the "My Studies" page through their Portico account either through 'Module Assessment' or 'Summary of Results and Awards' or by contacting their Departmental Administrator in the first instance. On the same "My Studies" Portico page, students can also access UCL wide External Examiners reports for the last three years. For central queries relating to External Examining, please contact Student and Registry Services at [examiners@ucl.ac.uk](mailto:examiners@ucl.ac.uk).

# **13 Extenuating Circumstances and Reasonable Adjustments**

## **13.1 Information about Reasonable Adjustments**

### **13.1.1 Students with Disabilities and Long-term Conditions**

UCL will make Reasonable Adjustments to learning, teaching and assessment to ensure that students with a disability are not put at a disadvantage. UCL also provides Reasonable Adjustments for students who might not consider themselves to have a 'disability' but who nevertheless would benefit from additional support due to an ongoing medical or mental health condition. It is the responsibility of the student to request Reasonable Adjustments, and students are encouraged to make a request as early as possible.

#### **Further information:**

- [Academic Manual Chapter 4, Section 5: Reasonable Adjustments](#)
- [Support for Disabled Students](#)

- [Mental health and wellbeing support](#)

### 13.1.2 Pregnancy and Maternity, Paternity, Parental and Adoption Leave

UCL can also make Reasonable Adjustments for students who are pregnant or who need to go on Maternity, Paternity, Parental Leave and Adoption Leave. Students do not have to apply for a Summary of Reasonable Adjustments but should instead contact UCL Student Support and Wellbeing to find out about the support available.

**Further information:**

- [Support for pregnant students](#)
- [Support for student parents](#)

### 13.1.3 Religious Observance

Students may need Reasonable Adjustments to help them observe their faith, particularly where classes or assessments might fall on important religious dates. Students do not have to apply for a Summary of Reasonable Adjustments but should instead contact the UCL Chaplain for advice and support. Further information is also available in UCL's Religion and Belief Policy.

**Further information:**

- [Religion and faith](#)
- [Religion and Belief Equality Policy for Students](#)

## 13.2 Information about Examination Adjustments

Examination Adjustments are adjustments to written examinations for students with a disability, medical or mental health condition, such as extra time, rest breaks or specialist equipment.

Students should contact the Disability, Mental Health and Wellbeing team who can help them to complete an application and advise them on gathering the required documentary evidence. Applications need to be received by the Disability, Mental Health and Wellbeing team three weeks before the examination period in question.

After this deadline students will need to apply to defer their assessment to the next opportunity (normally the Late Summer Assessment period) if they require mitigation, under the regulations in Section 6: Extenuating Circumstances.

**Further information:**

- [Exam Arrangements](#)
- [Academic Manual Chapter 4, Section 4: Examinations](#)
- [Support for Disabled Students](#)
- [Mental health and wellbeing support](#)

## 13.3 Information about when, where and how to submit a claim for Extenuating Circumstances

Please note that this information may be subject to change due to Covid-19 – please check the Students' webpages for the most up-to-date information:

- [Extenuating Circumstances](#)

### 13.3.1 Illness and other Extenuating Circumstances

If a student's assessments are disrupted by events which are unexpected, significantly disruptive and beyond the student's control, such as serious illness or bereavement, they can apply for 'Extenuating Circumstances'.

Students are responsible for letting UCL know about any event that might affect their performance in assessments (exams or assignments) at the time that it takes place. **Applications need to be submitted within 1 week.** Meeting this deadline is important: we can only consider late applications if ongoing circumstances mean that it was genuinely impossible for the student to submit on time.

**Students should not wait for supporting evidence to become available before submitting their EC claim.** If a student is unable to obtain the necessary evidence within the deadlines they should still submit their form on time and indicate that their evidence is to follow.

### 13.3.2 How to apply for Extenuating Circumstances

The Students' website includes the latest information about applying for Extenuating Circumstances:

- [Extenuating Circumstances](#)

The Academic Manual includes the full Extenuating Circumstances policy, including examples of what would normally be considered and any special arrangements that have been put in place during the Covid-19 pandemic:

- [Academic Manual Chapter 4, Section 6: Extenuating Circumstances](#)

Extenuating circumstances forms are submitted online. The link will be circulated to students and posted to the Moodle page once available.

### 13.3.3 Longer-term conditions

The Extenuating Circumstances regulations are designed to cover unexpected emergencies; they are not always the best way to help students who might have a longer-term medical or mental health condition, disability or learning difficulty. Although there may be times when it is necessary for such students to use the EC regulations, students should make sure they take advantage of all the other support mechanisms provided by UCL such as:

**Reasonable Adjustments:**

- [Academic Manual Chapter 4, Section 5: Reasonable Adjustments](#)

**Examination Adjustments:**

- [Academic Manual Chapter 4, Section 4: Examinations](#)

**Interruption of Study:**

- [Academic Manual Chapter 3, Section 5: Interruption of Study](#)

**Disability Support:**

- [Support for Disabled Students](#)

**Mental Health and Wellbeing Support:**

- [Mental health and wellbeing support](#)

## 13.4 Information on fitness to study

### 13.4.1 Support to Study Policy and Fitness to Study Procedure

Students with physical or mental health concerns are encouraged to make contact with the available support services as early as possible so that UCL can put in place reasonable adjustments to support them throughout their studies. However, there may be occasions when a student's physical or mental health, wellbeing or behaviour is having a detrimental effect on their ability to meet the requirements of their programme, or is impacting on the wellbeing, rights, safety and security of other students and staff. In such cases UCL may need to take action under the Fitness to Study Procedure.

#### Further Information:

- [Academic Manual Chapter 6, Section 2: Support to Study Policy](#)
- [Academic Manual Chapter 6: Section 3: Fitness to Study Procedure](#)
- [Academic Manual Chapter 6, Section 4: Learning Agreements, Barring, Suspensions and Termination of Study](#)
- [Support for Disabled Students](#)
- [Mental health and wellbeing support](#)

### 13.5 Key contacts in the department for assistance with any of the above

Undergraduate Programme Tutors	Dr Jean-Baptiste Gouyon Dr Tiago Mata	j.gouyon@ucl.ac.uk t.mata@ucl.ac.uk
Postgraduate Tutor	Dr Carina Fearnley	c.fearnley@ucl.ac.uk
Department Manager	Giuseppe La Rosa	sts-dm@ucl.ac.uk
Teaching Administrator	Randalle Roberts	sts-aa@ucl.ac.uk

## 14 Learning resources and key facilities

### 14.1 Information on university-wide learning resources and key contacts for support

#### 14.1.1 UCL Library Services

UCL Library Services provides support to students online and in person via our libraries. UCL has 16 libraries covering a wide range of specialist subjects with expert staff that students can ask for help. UCL Library Services provides access to a huge range of digital and print resources. The UCL Library Services page has information for students about using the library, services available, electronic resources and training and support. Subject guides provide targeted information on resources and support available, and online reading lists, which are also linked to Moodle modules, will provide students with access to core readings for their modules.



Please note that information on library opening times may be subject to change due to Covid-19 – please check the link to the Library below for current information.

**Further information:**

- [Library information for students](#)
- [Library Subject Guides](#)
- [ReadingLists@UCL](#)

#### 14.1.2 UCL Information Services Division (ISD)

The UCL Information Services Division (ISD), the primary provider of IT services to UCL, offers IT learning opportunities for students and staff in the form of 'How to' guides which provide step-by-step guidance to all of ISD's key services, including email and calendar services, user IDs and passwords, print, copy and scanning, wifi and networks.

There are also opportunities for Digital Skills Development through face-to-face training in areas such as data analysis, programming, desktop applications and more, along with individual support through drop-ins and via the ISD Service Desk.

Please note that information on ISD services may be subject to change due to Covid-19 – please check the links below for current information.

**Further information:**

- [Digital Skills Development](#)

UCL also has a licence for Lynda.com (now migrated to LinkedIn Learning) which provides thousands of high quality video-based courses from programming to presentation skills:

- [LinkedIn Learning](#)

Learning on Screen ("bob") provides students with access to a vast archive of 65 free-to-air channel programming for educational usage – you can view TV programmes and films, and listen to radio programmes. In addition, Kanopy ("thoughtful entertainment") is available to UCL students, and offers a wide range of movies:

- [Learning on Screen \("bob"\)](#)
- [Kanopy](#)

E-learning services available to students include Moodle, Turnitin and Lecturecast and allow students to access online course materials or take part in online activities such as group work, discussions and assessment. Students can re-watch some lectures using the Lecturecast service and may also use interactive tools in the classroom:

- [Learning and Teaching](#)

ISD provides desktop computers and laptops for loan in a number of learning spaces:

- [Laptop Loans](#)

Information on Learning and Teaching spaces as well as a map of computer workrooms is available on the ISD website. Computers at UCL run a Desktop@UCL service which provides access to hundreds of software applications to support students:

- [Learning and Teaching Rooms and Spaces](#)

- [Computers in Student Workrooms](#)

It is also possible to access a large range of applications remotely, from any computer, using the [Desktop@UCL Anywhere](#) service.

Students also have access to a range of free and discounted software via ISD Software for Students:

- [ISD Software for Students](#)

All students are encouraged to download the UCL-Go app, available for iOS and Android devices. The app gives access to Moodle and timetabling and shows where desktop computers are available on campus.

### 14.1.3 UCL Centre for Languages & International Education (CLIE)

The UCL Centre for Languages & International Education (CLIE) provides modern foreign language, British Sign Language and English for Academic Purposes (EAP) modules for UCL students. CLIE also heads the UCL Academic Communication Centre (ACC). The ACC offers discipline-specific academic communication support to both native and non-native English speakers currently studying an undergraduate or postgraduate degree at UCL. Evening courses are offered in nine foreign languages across a range of levels to support UCL students, staff and London's wider academic and professional community. Students can access language-learning resources online through the CLIE Self-Access Centre, including films and documentaries and books for self-study.

#### Further information:

- [CLIE website](#)
- [CLIE Self-Access Centre](#)
- [Academic Communication Centre \(ACC\)](#)

### 14.1.4 Sustainable UCL

UCL launched its Sustainability Strategy in 2019 – one of the most ambitious across the UK higher education sector. It includes many headline commitments – to be a net zero carbon institution by 2030; to be single use plastic free; and that every student has the opportunity to engage with sustainability during their time at UCL. The Sustainable UCL team offers students many different opportunities to learn about sustainability as part of their studies or extracurricular activities.

In particular, students can engage with sustainability in their free-time by joining one of UCL's green clubs and societies, volunteer as a Sustainability Ambassador, or take part in UCL's Student Sustainability Council to help direct UCL's sustainability vision and represent the students' voice on sustainability.

#### Further information:

- [Sustainable UCL Website](#)
- [Sustainability Student Opportunity Website](#)
- [Sustainability Strategy](#)
- [Green clubs and societies](#)
- [Sustainability Ambassador](#)
- [Student Sustainability Council](#)

## 14.2 Information on department social space

STS ordinarily provides its students with a common room which is located on the third floor of 22 Gordon Square. Due to the Covid-19 pandemic, access to departmental spaces may vary throughout the Academic Year. Students will be informed via email of any changes.

## 14.3 How to access Moodle and support contacts

Moodle is UCL's online learning space. It includes a wide range of tools which can be used to support learning and teaching. Moodle is used to supplement taught modules, in some cases just by providing essential information and materials, but it can also be integrated more fully, becoming an essential component of a module. Some modules may use Moodle to provide access to readings, videos, activities, collaboration tools and assessments.

### Further information:

- [Moodle](#)
- [Moodle Frequently Asked Questions](#)
- [Moodle Quick Start Guide](#)

## 14.4 Portico – what it is, why it is important and who to contact for support

### 14.4.1 Portico

Portico is the main UCL student information system which is used by all students for:

- Updating personal data such as addresses or contact numbers
- Completing online module registration
- Viewing information about programmes/modules
- Viewing examination timetables and results
- Pre-enrolment and re-enrolment
- Applying for programme transfer
- Plan and record skills development
- Applying for graduation ceremonies

### Further information:

- [Portico Login](#)
- [What is Portico](#)
- [Portico Helpdesk](#)

# 15 Student support and wellbeing

## 15.1 Information regarding central wellbeing and support services, including what services are offered, locations and contact information

### 15.1.1 Support and Wellbeing

UCL is committed to the wellbeing and safety of its students and tries to give assistance wherever possible to ensure that studying at UCL is a fulfilling, healthy and enjoyable experience. There is a wide range of support services for student – the Students website provides more information:

- [Student Support and Wellbeing](#)

Students should be aware that, while there are many services on offer, it is their responsibility to seek out support and they need to be proactive in engaging with the available services.

### 15.1.2 The Student Enquiries Centre

The Student Enquiries Centre (SEC) are responding to online enquiries from 9am-6pm Monday-Friday. We are also available to speak via our telephone service.

- Student Enquiries Centre phone number: **+44 (0)20 3108 8836**.
- Telephone service hours: **10am - 4pm on Mondays, Tuesday, Wednesdays and Fridays; 11am to 4pm on Thursdays**.

The Student Enquiries Centre provides front-line administrative services to UCL students and is an excellent source of information about UCL in general and all of the services provided by Student and Registry Services (SRS).

Please note that information on the Student Enquiries Centre opening times may be subject to change due to Covid-19 – please check the link to the Centre below for current information. Students can also direct their queries to UCL’s online enquiries system and self-help centre, askUCL.

#### Further information:

- [askUCL](#)
- [Student Enquiries Centre](#)

### 15.1.3 Disability, Mental Health and Wellbeing team

The Disability, Mental Health and Wellbeing Team in Student Support and Wellbeing (SSW) provide a safe, confidential and non-judgemental space, in which students can discuss any wellbeing, mental health and/or disability concerns that may be affecting their ability to study. This encompasses any personal or emotional challenges students may be experiencing, mental health difficulties such as anxiety or depression and long-term health conditions. The service also supports students with physical and sensory impairments, specific learning difficulties, and autistic spectrum conditions. As well as arranging for adjustments to learning environments, the team loan out specialist equipment. They provide one-to-one tutoring and support for students with specific learning difficulties and mentoring for students with mental health conditions.

#### Further information:

- [Support for Disabled Students](#)
- [Mental health and wellbeing support](#)

### 15.1.4 Student Psychological and Counselling Services

Student Psychological and Counselling Services (SPCS) is dedicated to helping UCL students with personal, emotional and psychological concerns. The SPCS team is diverse and consists of a variety of highly trained and experienced professionals, who offer short-term CBT and psychodynamic support. There are currently two psychiatrists and ten therapists on staff with varying kinds of psychological training and expertise.

Students wishing to access counselling through SPCS need to first complete an online registration form that can be found through the link below.

#### Further information:

- [Student Psychological and Counselling Services](#)

### 15.1.5 International Student Support

The International Student Support team provide specialist support and advice for all non-UK students at UCL. They help international students settle into life in the UK and make the most of their time at UCL and in London. This includes practical guidance on healthcare, banking, transport and safety, as well as information about the International Student Orientation Programme (ISOP).

**Further information:**

- [International Student Orientation Programme \(ISOP\)](#)

### 15.1.6 Study Abroad support

The Study Abroad team provide administrative and welfare support to all undergraduate students undertaking a period abroad as part of their studies, working with colleagues across academic departments in order to advise and guide students from application through to their return to studies at UCL. The team coordinates a diverse portfolio of global student opportunities via different projects: Student Exchanges and Exchange Agreements, the Erasmus Scheme, Study Abroad, Global Experience (Summer Schools, internships, short-term mobility).

Please note that information on Study Abroad may be subject to change due to Covid-19 – please check the website below for current information, and with your department.

**Further information:**

- [Go Abroad](#)

### 15.1.7 Accommodation

UCL Accommodation provides a range of housing options which includes two Halls of Residence (catered), self-catered Student Houses and Intercollegiate Halls (both catered and self-catered) shared with other colleges of the University of London. Each Hall has a designated Warden supported by a number of live-in Student Residence Advisers (SRA) to provide support for students and to foster a positive environment within the accommodation.

Please note that information on UCL Accommodation may be subject to change due to Covid-19 – please check the website below for current information.

**Further information:**

- [Wardens and Student Residence Advisers at UCL Residences](#)

### 15.1.8 Financial support

The UCL Student Funding Office provides a central service aimed at supporting students with money matters. We can assist with scholarship, bursary and loan queries, and help signpost students to sources of funding. We also offer a range of resources and tips on money management. The easiest way to access our information and guidance is online, but for students with more complex circumstances an appointment can be booked with one of our Student Funding Advisers.

**Further information:**

- [UCL Financial Support](#)
- [Manage your Money](#)

### 15.1.9 Student of Concern

There are many sources of support for students who are having difficulties, but sometimes it is hard to know how to help a student who appears to be struggling, particularly if they seem unwilling or unable to seek the help they need. Anyone concerned about the behaviour of a student, who believes the problem may be related to health and wellbeing issues, is encouraged to complete the online UCL Student of Concern Form:

- [UCL Student of Concern Form](#)

Depending on the concerns raised, Student Support and Wellbeing may respond by offering support or advice to the student or the person who submitted the form, liaise with support services or, if necessary, work with the relevant authorities to ensure the student is safe.

**Further information:**

- [Student of Concern](#)

## 15.2 Information about registering with a doctor and out-of-hours support services

### 15.2.1 Registering with a doctor

Students are strongly encouraged to register with a doctor as soon as possible after they arrive in London so that they can access healthcare quickly if they become ill or injured. When attending a university in the UK students under the age of 25 are also advised to be vaccinated against meningitis (ACWY). The Ridgmount Practice is a National Health Service (NHS) practice providing healthcare for students living within its catchment area (i.e. near the main UCL campus). Students can also choose to register with a practice closer to where they live if they prefer. The Ridgmount Practice also runs a walk-in surgery which any UCL student can attend, even if they are not registered with the practice.

Please note that information on registering with a doctor and NHS service availability may be subject to change due to Covid-19 – please check the websites below for current information.

**Further information:**

- [Register with a doctor](#)
- [Ridgmount Practice](#)

For information, advice and support for UCL students around coronavirus including staying safe on campus, reporting potential coronavirus cases and FAQs about key topics including teaching, assessment, research, libraries, IT, events and travel, please visit the Information for UCL Students webpage.

### 15.2.2 Out-of-hours support and information helpline

UCL works in partnership with Care First to provide an out-of-hours support, information and counselling helpline. The helpline is free of charge and includes access to information specialists who are trained by Citizens Advice and to professionally qualified and BACP-accredited counsellors who can help students with a range of emotional and psychological difficulties.

**Further information:**

- [Care First](#)

**15.2.3 Crisis support - immediate and urgent help**

If anyone is in immediate danger, medical support can be received by:

- Attending an Accident & Emergency (A&E) department of a local hospital. University College Hospital is the nearest A&E department to UCL's main campus (this A&E department has a dedicated mental health unit)
- [University College Hospital](#)
- Calling 999 to request an ambulance if you are unable to reach the hospital yourself

If a student is feeling distressed, urgent medical support can be obtained by:

- Contacting the student's GP surgery to request an emergency appointment
- If the GP surgery isn't open, the free NHS out-of-hours medical line on 111 can help students access the right services.
- Calling the Samaritans on 116 123 to talk to someone at any time, day or night
- [Samaritans](#)
- Nightline are available overnight and can help students across London, call them on +44 (0) 207 631 0101
- [Nightline](#)

**Further information:**

- [Crisis Support](#)

**15.3 Information on how students can access support****15.3.1 Equity and Inclusion**

The Equality, Diversity and Inclusion Team aims to acknowledge, understand, and tackle structural inequities and unjust social power imbalances that affect our communities across the institution. This means recognising how we got here and what needs to be done to ensure equity, inclusion and belonging for those who are not systemically privileged by our society. UCL is a place where people can be authentic and their unique perspective, experiences and skills seen as a valuable asset to the institution.

The Equality, Diversity and Inclusion website brings together a range of information on issues relating to race, gender, religion and belief, sexual orientation, gender identity, and disability amongst other equalities initiatives at UCL.

**Further information:**

- [Equality, Diversity and Inclusion](#)

**15.3.2 Inclusion Leads**

Inclusion Leads provide support and assistance for students and staff on issues relating to equalities and diversity.

The Departmental Manager, Giuseppe La Rosa, is the STS Inclusion Lead and can be contacted via [sts-dm@ucl.ac.uk](mailto:sts-dm@ucl.ac.uk).

**Further information:**

- [Inclusion Leads](#)
- [Support for Pregnant Students](#)
- [Support for Student Parents](#)
- [Religion and Faith](#)
- [LGBTQ+ Students](#)

## 15.4 Information about UCL's Zero Tolerance policy on harassment and bullying

### 15.4.1 Bullying, harassment, sexual misconduct and/or domestic abuse

Every student and member of staff has a right to work and study without experiencing harm. Bullying, harassment, sexual misconduct and/or domestic abuse of one member of our community by another or others is never ok. UCL is working to eradicate these issues and seeks to promote an environment in which they are known to be unacceptable and where individuals have the confidence to raise concerns in the knowledge that they will be dealt with appropriately and fairly.

To help with this, UCL has **Report and Support**, an on-line reporting tool where students can report any issues anonymously or contact an advisor to make an informed decision about their options.

Unacceptable behaviour includes:

- Intimidating, hostile, degrading, humiliating or offensive behaviour which has the purpose or effect of violating a person's dignity or creating an intimidating environment.
- Unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person's dignity. The unwanted conduct can be physical, verbal, or non-verbal.
- Unacceptable behaviour of a sexual nature such as sexual harassment, invitations, comments, coercion and promised advancement in exchange for sexual access.

If you experience any of these behaviours, you can report it and/or access support. You can request to be contacted by an advisor or you can report anonymously. With either options you can give as much or as little detail as you wish. The reports are strictly confidential and only shared on a need to know basis.

Students can request to speak to all the following advisors:

- Dignity Advisor
- Crime Prevention and Personal Safety Advisor
- Human Resources Business Manager (if it's about a member of staff)
- Student Mediator
- Student Support and Wellbeing

**Further information:**

- [Report and Support](#)
- [UCL Policies on Conduct and Harassment and Bullying](#)



- [Dignity at UCL](#)
- [Student Mediator](#)
- [Students' Union UCL Advice Service](#)
- [Active Bystander Programme](#)

#### 15.4.2 **Support for students who have been affected by sexual violence and/or domestic abuse**

UCL will do its utmost to support anyone who has been, or is being, affected by sexual violence and/or domestic abuse. If a student would like to talk to somebody at UCL, the Student Support and Wellbeing Team can offer advice on the support available both internally and externally.

**Further information:**

- [Report and Support](#)

## 16 **Employability and Careers**

### 16.1 **Information on UCL Careers**

#### **UCL Careers**

UCL Careers provides a wide variety of careers information, one-to-one guidance and events for UCL students and recent graduates. UCL Careers assists them through the entire job hunting process, including exploring options, searching for vacancies, preparing CVs and applications, practicing for interviews, aptitude tests or assessment centres, and providing access to recruitment fairs and other employment-related events. They can also advise on exploring options for further study and funding. Services and events are available to all taught students, researchers (PhD students and postdocs) and graduates (for up to three years after course completion).

UCL Careers also supports employability activities within departments such as work-related learning and internships.

UCL students are helped with applications and sourcing opportunities with web resources and advice. They can book appointments and search for internship and graduate job vacancies via myUCLCareers, this includes our summer internships and global internships schemes.

Please note that information on UCL Careers may be subject to change due to Covid-19 – please check the Careers website below for current information.

**Further information:**

- [UCL Careers](#)
- [myUCLCareers](#)
- [UCL Careers Information on internships](#)

### 16.2 **Internships that are not part of the programme (i.e. faculty opportunities)**

Many internships are available for STS students. Some are offered by STS; others, UCL; still others by external agencies. Students should discuss internship options with their personal tutor, in the first instance. Every year, STS aims to provide a range of summer

studentships - paid work experience to allow STS students to develop their skills and CVs in related fields.

### 16.3 Entrepreneurship at UCL

UCL has a long and successful track record of supporting spin-outs and start-ups developed by its academic and student communities. Many of the student and staff entrepreneurs have won external awards and achieved substantial investment allowing their enterprises to grow and reach their full potential. UCL offers a wide range of support to students ranging from training programmes, advice on whether an idea has commercial potential, one-to-one sessions with business advisers, funding, competitions and incubator space to help them start or grow their business.

Please note that information on Entrepreneurship at UCL may be subject to change due to Covid-19 – please check the UCL Innovation and Enterprise website below for current information.

**Further information:**

- [UCL Innovation and Enterprise](#)

## 17 Student representation

### 17.1 Information on Students' Union UCL, how to run for election and how to find a representative

#### Students' Union UCL

Students' Union UCL helps you to do more at UCL, experience something you've always dreamt of, turn a curiosity into a new passion and help you reach your potential. The Union cares about the things you care about, it's made up of all kinds of people from all kinds of places and it's there to fight for you when you need someone in your corner.

The Union is the representative body of all UCL students. It's run by students for students and is a registered charity, independent of UCL. All UCL students at every level are automatically members of the Union (but can opt out), and student leaders are elected annually by and from all current students. The elected student leaders who work full time for you are called Sabbatical Officers and they represent students on various UCL committees and influence decisions that matter to students. Alongside the Sabbatical Officers there are more than 2000 other student representatives, -who cover every part of UCL life, from your programme, research studies, department, faculty or the UCL accommodation you live in.

**Further information:**

- [Students' Union UCL website](#)
- [Have your say and get involved](#)

### 17.2 Student Clubs and Societies

#### Student Clubs and Societies

At Students' Union UCL, there are over 320 different student-led clubs and societies for you to get involved in. Maybe you are interested in sports with our TeamUCL clubs or low commitment exercise with our Project Active scheme? Perhaps you are keen to perform on-stage in the Bloomsbury Theatre or you want to learn about and celebrate different cultures? With such a diverse offering available there is bound to be something that

sparks your interest! Clubs and Societies are a great way to develop your skills and find a community at UCL. The Welcome Fair in late September is the perfect chance to meet them all in one place and learn more about what they have on offer!

Please note that information on student societies at UCL may be subject to change due to Covid-19 – please check with the Students' Union website below for current information.

**Further information:**

- [Students' Union UCL Clubs and Societies](#)
- [Club and Society Events](#)

STS has its own department society, the Lunar Society. The lunar society has been around the department since the creation of the first BSc in 1993. Its first aim is to provide a framework for STS student to exist as a community but it is also here for the whole UCL community. The society aims to give students the opportunities to get involved in the study of the relation between science, technology and the society. We organise events such as talks, student-led projects, trips, debates, movie screenings and pub crawls. For example, the society has organised a video competition with the scientific journal Nature to promote on-going UCL research.

## 17.3 Information on Academic Representatives

### Academic Representatives

Your Students' Union is there to make sure you have the best possible time while you're studying at UCL. One of the ways they do that is by working with departments and faculties to ensure that every student is represented and has a voice in the way that the university works.

Every student at UCL will have a Course Representative or a Research Student Representative who will be your eyes, ears, and voice. They'll work closely with staff in your department to make sure that they understand what you most value, and take action to deal with things you'd like to see improve. They'll also work with your Lead Department Representative as well as your Faculty Representatives and the Students' Union to make things better across the whole of UCL.

These Academic Representatives are appointed during early October – if you'd like to take up the role, staff in your department can tell you how. If you take up a representative role, the Students' Union will work closely with you to provide training, support, and advice, and you'll be able to change the experience of everyone on your course or in your department for the better.

Even if you don't fancy taking up a role yourself, keep an eye out for your chance to vote for which students you feel will do the best job.

**Further information:**

- [Academic Representatives](#)
- [Find your representative](#)

## 17.4 Role of the Staff-Student Consultative Committee

### Staff-Student Consultative Committee

Every department at UCL has a Staff-Student Consultative Committee (SSCC) that meets at least three times a year. Staff Student Consultative Committees are meetings where Academic Reps and staff work together to develop solutions to students' concerns, and prioritise areas for improvement. SSCCs are co-chaired by your Lead Department Representative. Some departments have a single SSCC, while others split this into different levels of study. Most commonly, departments operate both an undergraduate and postgraduate SSCC.

## **17.5 Other ways (specific to the department/programme) that students can give feedback, including local processes and key contacts.**

We encourage all our students to contribute constructive suggestions that would make the life of the department even better than it already is. Students can speak to programme tutors, the teaching administrator or department manager or any one related to their programme.

## **17.6 Students' Union Advice Service**

The Students' Union Advice Service is available to all current UCL students, as well as those who have interrupted their studies or recently completed their programme. Trained and experienced staff are ready to support you with any difficulties that might occur during your time at UCL. The Advice Service specialises in:

- **Academic issues** - including extenuating circumstances, plagiarism and complaints
- **Housing concerns** - including contract checks and housemate disputes
- **Money and Debt advice** – including budgeting and income maximisation
- **Employment** - including unpaid wages and part time employment contracts
- The team can also offer help and support with many other legal and university matters

The service is free, independent, impartial and confidential. No information shared with the service is shared with your department or any other university staff unless you request it or give your permission. Students can make an appointment or attend a drop-in session for advice and support.

Please note that information on the Students' Union Advice Service may be subject to change due to Covid-19 – please check with the Students' Union website below for current information.

### **Further information:**

- [Students' Union UCL Advice Service](#)

## **17.7 Informal and Formal Student Complaints**

### **Student Complaints**

UCL aims to ensure that every student is satisfied with their experience of UCL. However we recognise that from time to time problems do arise and students may wish to express concern or dissatisfaction with aspects of UCL or the quality of services provided.

### **17.7.1 Informal resolution**

Many complaints can be resolved at an informal or local level without needing to submit a formal complaint. Students can speak to their Personal Tutor, Programme Leader, Departmental or Faculty Tutor, Course Representative, or Research Student

Representative if they have any concerns about their programme. They can also speak to the UCL Student Mediator or the Students' Union's Advice Service. UCL strongly encourages this kind of resolution and does expect students to have attempted some form of informal resolution before making a formal complaint.

### **17.7.2 Formal complaints**

If an issue cannot be resolved at a local level, students may feel they need to submit a formal complaint using UCL's Student Complaints Procedure. UCL aims to ensure that all complaints are treated fairly, impartially, effectively and in a timely manner, without fear of victimisation. The Complaints Procedure applies across all Schools, Faculties, Academic Departments and Professional Service Divisions. Students' attention should be drawn to the timescales set out in the Procedure.

#### **Further information:**

- [Academic Manual Chapter 6, Section 10: UCL Student Complaints Procedure](#)
- [UCL Student Mediator](#)
- [Students' Union Advice Service](#)

## **18 Student feedback**

### **18.1 The importance of feedback and how UCL uses the results**

#### **Student Feedback**

UCL's goal is to put students' feedback, insights and contributions at the heart of our decision-making. We value students' feedback and work with students as partners in the process of shaping education at UCL. In recent years, as a direct result of student feedback, we have opened the Library over the Christmas closure period and increased study space – including 1000 in the 24 hour new Student Centre, we've focussed more on environmental sustainability and given clearer information about exams and assessments.

### **18.2 Student surveys and how UCL uses the results, including information about the NSS, PTES and the New to UCL survey**

#### **Student Surveys**

One of the principal ways in which UCL gathers and responds to student feedback is via online student experience surveys such as the National Student Survey, The Postgraduate Taught Experience Survey, and the New to UCL survey. Whether it's about teaching, accommodation, or facilities, surveys are a chance for students to have their say about what works and what needs improving, to help us make sure that UCL is as good as it can be for current and future students. We aim to minimise the volume of surveys students are asked to take, so undergraduates will be invited to take just one institutional survey per year, and full-time postgraduate students will be invited to take two. Each survey takes just a few minutes to complete, all responses are anonymous, and some include a generous prize draw. Every piece of feedback is read and the results of each survey are shared with staff across UCL – including President & Provost Dr Michael Spence.

#### **Further information:**

- [You Shape UCL](#)

## 18.3 Module Evaluation Questionnaires (MEQ) – when they occur and why they are important

### Module-Evaluation Questionnaires

Departments also run Module Evaluation Questionnaires on individual modules throughout the year. This gives students the opportunity to feedback about the teaching on their specific modules, helping departments to continuously improve learning, teaching and assessment. Feedback from MEQs feeds into the Annual Student Experience Review process.

## 18.4 The ASER process and how student representatives are involved

### The Annual Student Experience Review (ASER)

UCL's Annual Student Experience Review (ASER) process requires all departments to undertake an annual self-evaluation and produce a development plan for how they plan to improve in the coming year. The self-evaluation involves looking at student feedback from surveys and student module evaluation questionnaires as well as other data about student performance and academic standards, such as the feedback provided by the External Examiner, which helps departments to understand what is working well and what might need improving. Academic Representatives are active participants in the evaluation process and creation of the development plan through discussions at departmental and faculty committees, giving students an important role in identifying and planning improvements within their department. Students can view the completed reports and action plans on the departmental Moodle page.

#### Further information:

- [Academic Manual Chapter 9, Section 2: Annual Student Experience Review \(ASER\)](#)

## 19 ChangeMakers

### 19.1 About the project, who they are and how a student can find out more or become involved

#### UCL ChangeMakers

UCL ChangeMakers helps students and staff work in partnership to make education better at UCL. Its two spheres of activity comprise:

- Student Quality Reviewers, where UCL students take an in-depth look at different areas of education and provide detailed feedback and analysis from a student perspective. Through the Student Quality Reviewer scheme, students can: act as a member of an Internal Quality Review panel; be a Student Reviewer for the Programme and Module Approval Panel; work with staff to reflect on their teaching practice as a Student Reviewer of Teaching (Peer Dialogue); help facilitate community engagement as a Community Engaged Learning Ambassador; and provide a student view on how teaching can include more diverse perspectives as a Student Curriculum Partner.
- ChangeMaker Projects, where students and staff can apply for funding to collaborate on a project focused on enhancing education and students' experience at UCL. Projects often address issues uncovered by students in UCL Student

Quality Reviewers. There are two application deadlines a year, the first is late in Term One and the second is during Term Two.

Please note that information on UCL ChangeMakers may be subject to change due to Covid-19 – please check with the ChangeMakers website below for current information.

**Further information:**

- [UCL ChangeMakers](#)

## **20 Data Protection and Intellectual Property**

### **20.1 How UCL uses student information, for what purposes, and the steps taken to safeguard this information; Where to find information security, intellectual property and email policies; Information on how to enquire or make a related complaint**

#### **How UCL uses student information**

UCL uses student information for a range of purposes, including the provision of teaching and learning, managing accommodation and ensuring health and safety. Further information about how UCL uses student information can be found in the UCL General Student Privacy Notice.

**Further information:**

- [UCL General Student Privacy Notice](#)
- [Privacy notice for COVID-19 NHS Test & Trace data collection](#)
- [UCL Information Security Policies](#)
- [UCL Electronic \(email\) policy](#)
- [UCL Data Protection Policy](#)
- [Intellectual Property Rights: Policy for Students](#)

Students may send queries on data protection matters to the University Data Protection Officer: [data-protection@ucl.ac.uk](mailto:data-protection@ucl.ac.uk)

## **21 Health, Safety and Security**

### **21.1 UCL Health, Safety and Security information**

#### **Health, Safety and Security at UCL**

UCL's overall objective is to provide and maintain a safe and healthy environment for staff, students, people who work with UCL and those who visit. Health and safety is an integral part of the way in which UCL's activities are managed and conducted.

There are three departments that work together to provide a comprehensive system to provide the safe and healthy environment:

- 1) UCL Security, who cover everything from ID cards and access to our buildings to lost property and keeping people safe who work out of hours;
- 2) UCL Safety Services, who manage the safety management system including providing advice for risk assessments to training people to work with radioactive samples;
- 3) UCL Estates who ensure the buildings and sites are safe, including managing contractors, building works and access to equipment such as defibrillators.

In an emergency:

Please call **020 7679 2222** or **UCL extension 222** from any UCL phone, before ringing 999. This allows the safety team to direct the emergency services to the correct location.

If you are off the Bloomsbury campus call **999** and request the appropriate service (police, ambulance or fire brigade).

**Further information:**

- [Accidents and Emergencies](#)
- [Emergency Contacts](#)
- [Staying Safe](#)
- [Safety Services](#)
- [Fire Safety at UCL](#)
- [Security at UCL](#)
- [Safety in London](#)

## 22 After study

### 22.1 Information on degree certificates and transcripts

#### 22.1.1 Degree Certificates

A degree certificate will be sent to each successful student awarded a UCL degree within three months of conferral of the award.

**Further information:**

- [Degree Certificates](#)

#### 22.1.2 Transcripts

Five copies of your official transcript, detailing examinations taken and results achieved, is issued automatically to all graduating students and sent to their home addresses as held on Portico within 3 months from the date the award is conferred by UCL authorities.

Affiliate students:

Transcripts for affiliate students are issued automatically upon the students' completion of their study at UCL and are dispatched as follows:

- Junior Year Abroad (JYA), Exchange and Erasmus Students – transcripts are issued to the students' home universities.
- Independent affiliate students – transcripts are posted to the students' contact addresses.

UCL Student Records can produce additional transcripts for students on taught programmes as well as for affiliate students via the UCL Transcript Shop.

**Further information:**

- [Transcripts](#)

### 22.2 Information about the HEAR

#### Higher Education Achievement Report (HEAR)

The Higher Education Achievement Report (HEAR) is an electronic transcript of a student's verified academic results and approved non-academic achievements whilst at



UCL. Students who commenced their studies in or after September 2011 will have a HEAR made available to them online, via our HEAR provider, Gradintel, each summer - new students will be invited to register for this facility during their first year of study and throughout their students. Students can share their HEAR, free of charge, as a secure electronic token with third parties via their registered Gradintel account.

**Further information:**

- [Higher Education Achievement Report](#)

## 22.3 Graduation Ceremonies

Following successful completion of their studies, graduation ceremonies are held to celebrate students' achievements:

Please note that information on UCL Graduation Ceremonies may be subject to change due to Covid-19 – please check with the Graduation Ceremonies website below for current information.

**Further information:**

- [Graduation Ceremonies](#)

## 22.4 Information on UCL Alumni activities and key contacts UCL Alumni Community

As UCL alumni, you join a global community of over 300,000 former students. Alumni can take advantage of a huge range of exclusive benefits including access to thousands of e-journals, use of the library, a UCL-branded email for life and UCL Careers services for up to three years. Stay connected through reunions, international networks, and interest-based groups. UCL students and alumni can also take advantage of UCL's lifelong learning opportunities through UCL Bentham Connect, our social and professional networking platform, and UCL Connect professional development programme of panel events, workshops, and resources such as blogs, case studies and podcasts.

**Further information:**

- [UCL Alumni](#)

## 23 Appendix 1: STS Local Rules

<p><b>BSc in History and Philosophy of Science (V550)</b></p> <p><b>Year 1</b></p> <p><b>Compulsory modules</b></p> <p>HPSC0003 History of Science: Antiquity to Enlightenment HPSC0004 Philosophy of Science 1 HPSC0006 Science Policy HPSC0007 Investigating Sociology and Politics of Science HPSC0008 Science Communication and Public Engagement HPSC0009 Introduction to History, Philosophy &amp; Social Studies of Science HPSC0010 History of Modern Science HPSC0011 STS Perspectives on Big Problems</p>
<p><b>Year 2</b></p> <p><b>Compulsory modules</b></p> <p>HPSC0014 Philosophy of Science 2 HPSC0139 History of Science 2</p> <p><b>In addition, student also take:</b></p> <p><i>at level 5/level 6</i> 15 credits from available HPS modules 45 credits from available HPS and SAS modules</p> <p>30 credits from any other intermediate level module from UCL undergraduate programmes with agreement from your personal tutor.</p>
<p><b>Year 3</b></p> <p><b>Compulsory modules</b></p> <p>HPSC0041 Dissertation</p> <p><b>In addition, student also take:</b></p> <p><i>at level 5/level 6</i> 45 credits from available HPS modules 30 credits from available HPS and SAS modules</p> <p>15 credits from any other advanced level module from UCL undergraduate programmes with agreement from your personal tutor.</p>

## **BSc in History and Philosophy of Science with Study Abroad (V551)**

### **Year 1**

#### **Compulsory modules**

HPSC0003 History of Science: Antiquity to Enlightenment  
HPSC0004 Philosophy of Science 1  
HPSC0006 Science Policy  
HPSC0007 Investigating Sociology and Politics of Science  
HPSC0008 Science Communication and Public Engagement  
HPSC0009 Introduction to History, Philosophy & Social Studies of Science  
HPSC0010 History of Modern Science  
HPSC0011 STS Perspectives on Big Problems

### **Year 2**

#### **Compulsory modules**

HPSC0014 Philosophy of Science 2  
HPSC0139 History of Science 2

#### **In addition, student also take:**

*at level 5/level 6*

15 credits from available HPS modules  
45 credits from available HPS and SAS modules

30 credits from any other intermediate level module from UCL undergraduate programmes with agreement from your personal tutor.

### **Year 3**

Students will select modules offered at their study abroad institution, but assessment for the year abroad will be on a pass or fail basis, based on performance at the Study Abroad institution.

### **Year 4**

#### **Compulsory modules**

HPSC0041 Dissertation

#### **In addition, student also take:**

*at level 5/level 6*

45 credits from available HPS modules  
30 credits from available HPS and SAS modules

15 credits from any other advanced level module from UCL undergraduate programmes with agreement from your personal tutor.

**BSc in Science and Society (students entering prior to 2019/20) (L391)  
BSc Sociology and Politics of Science (students entering from 2019/20  
onwards) (L391)**

**Year 1**

**Compulsory modules**

HPSC0003 History of Science: Antiquity to Enlightenment  
HPSC0004 Philosophy of Science 1  
HPSC0006 Science Policy  
HPSC0007 Investigating Sociology and Politics of Science  
HPSC0008 Science Communication and Public Engagement  
HPSC0009 Introduction to History, Philosophy & Social Studies of Science  
HPSC0010 History of Modern Science  
HPSC0011 STS Perspectives on Big Problems

**Year 2**

**Compulsory modules**

HPSC0105 Sociology and Politics of Science  
HPSC0140 Research Methods in Science and Technology Studies

**In addition, student also take:**

*at level 5/level 6*

15 credits from available SAS/SPS modules  
45 credits from available HPS and SAS/SPS modules

30 credits from any other intermediate level module from UCL undergraduate programmes with agreement from your personal tutor.

**Year 3**

**Compulsory modules**

HPSC0041 Dissertation

**In addition, student also take:**

*at level 5/level 6*

45 credits from available SAS/SPS modules  
30 credits from available HPS and SAS/SPS modules

15 credits from any other advanced level module from UCL undergraduate programmes with agreement from your personal tutor.

## **BSc Sociology and Politics of Science with Study Abroad (L392)**

### **Year 1**

#### **Compulsory modules**

HPSC0003 History of Science: Antiquity to Enlightenment  
HPSC0004 Philosophy of Science 1  
HPSC0006 Science Policy  
HPSC0007 Investigating Sociology and Politics of Science  
HPSC0008 Science Communication and Public Engagement  
HPSC0009 Introduction to History, Philosophy & Social Studies of Science  
HPSC0010 History of Modern Science  
HPSC0011 STS Perspectives on Big Problems

### **Year 2**

#### **Compulsory modules**

HPSC0105 Sociology and Politics of Science  
HPSC0140 Research Methods in Science and Technology Studies

#### **In addition, student also take:**

*at level 5/level 6*

15 credits from available SAS/SPS modules  
45 credits from available HPS and SAS/SPS modules

30 credits from any other intermediate level module from UCL undergraduate programmes with agreement from your personal tutor.

### **Year 3**

Students will select modules offered at their study abroad institution, but assessment for the year abroad will be on a pass or fail basis, based on performance at the Study Abroad institution.

### **Year 4**

#### **Compulsory modules**

HPSC0041 Dissertation

#### **In addition, student also take:**

*at level 5/level 6*

45 credits from available SAS/SPS modules  
30 credits from available HPS and SAS/SPS modules

15 credits from any other advanced level module from UCL undergraduate programmes with agreement from your personal tutor.

### **MSc History and Philosophy of Science**

Students must complete 180 credits made up of the following:

#### **Compulsory modules (total of 75 credits)**

HPSC0073 Introduction to Science and Technology Studies (15 credits)

HPSC0097 Dissertation (60 credits)

#### **Optional History and Philosophy of Science Modules (total of 60 credits)**

Students select four options identified as History and Philosophy of Science modules from our STS catalogue.

#### **Optional Science, Technology and Society Module (15 credits)**

Students select one module from our Science, Technology and Society module from our STS catalogue.

#### **Elective modules (total of 30 credits)**

Up to 30 credits can be taken from modules from other departments. External module choices must be approved by your personal tutor or the STS MSc Programme Tutor. Students should also confirm with the teaching department that external students are allowed on the module and that there are no prerequisites.

### **PG Diploma in History and Philosophy of Science**

Students must complete 120 credits made up of the following:

#### **Compulsory modules (total of 15 credits)**

HPSC0073 Introduction to Science and Technology Studies

#### **Optional History and Philosophy of Science Modules (total of 60 credits)**

Students select four options identified as History and Philosophy of Science modules from our STS catalogue.

#### **Optional Science, Technology and Society Module (15 credits)**

Students select one module from our Science, Technology and Society module from our STS catalogue.

#### **Elective modules (total of 30 credits)**

Up to 30 credits can be taken from modules from other departments. External module choices must be approved by your personal tutor or the STS MSc Programme Tutor. Students should also confirm with the teaching department that external students are allowed on the module and that there are no prerequisites.

### **PG Certificate in History and Philosophy of Science**

Students must complete 60 credits made up of the following:

#### **Core module (15 credits)**

HPSC0073 Introduction to Science and Technology Studies

#### **Optional modules (45 credits)**

Students choose options from the STS module catalogue identified as History and Philosophy of Science modules.

### **MSc Science, Technology and Society**

Students must complete 180 credits made up of the following:

#### **Compulsory modules (75 credits)**

HPSC0073 Introduction to Science and Technology Studies (15 credits)

HPSC0097 Dissertation (60 credits)

#### **Optional modules (total of 60 credits)**

Students select four options identified as Science, Technology and Society modules from our STS catalogue:

#### **One History and Philosophy of Science Module (15 credits)**

Students select one option identified as History and Philosophy of Science from our STS catalogue.

#### **Elective modules (total of 30 credits)**

Up to 30 credits can be taken from modules from other departments. External module choices must be approved by your personal tutor or the STS MSc Programme Tutor. Students should also confirm with the teaching department that external students are allowed on the module and that there are no prerequisites.

### **PG Diploma in Science, Technology and Society**

Students must complete 120 credits made up of the following:

#### **Compulsory modules (total of 15 credits)**

HPSC0073 Introduction to Science and Technology Studies

#### **Optional modules (total of 60 credits)**

Students select four options identified as Science, Technology and Society modules from our STS catalogue:

#### **One History and Philosophy of Science Module (15 credits)**

Students select one option identified as History and Philosophy of Science from our STS catalogue.

#### **Elective modules (total of 30 credits)**

Up to 30 credits can be taken from modules from other departments. External module choices must be approved by your personal tutor or the STS MSc Programme Tutor. Students should also confirm with the teaching department that external students are allowed on the module and that there are no prerequisites.

### **PG Certificate in Science, Technology and Society (Scheme of Award 2021/22)**

Students must complete 60 credits made up of the following:

#### **Core module (15 credits)**

HPSC0073 Introduction to Science and Technology Studies

#### **Optional modules (45 credits)**

Students choose options from the module catalogue identified as Science, Technology and Society modules.

## 24 Appendix 2: STS Undergraduate Criteria for Assessment

This page contains departmental marking guidelines for individual items of assessment. There may be additional criteria specified by module tutors; students should check criteria for assessment in the module syllabus. (Reviewed: September 2014)

Mark	Grade	Description
>70	A (1 <sup>st</sup> )	<p>Distinction. Because this covers a range of thirty points, the following breakdown has been introduced as a guideline:</p> <p>A++ (85-100): Marks awarded to truly exceptional pieces of work. Marks of 90 and above are reserved for research deemed to represent full mastery of the subject, likely publishable in high-quality journal.</p> <p>A+ (80-84): Satisfies all of the requirements for an 'A' grade (see below), with additional originality, sophistication, or skill going beyond what is expected.</p> <p>A (75-79): Satisfies all of the requirements for an 'A-' grade (see below), but also demonstrates originality, impressive original research, higher critical ability, and a high degree of analytic/synthetic skills. Goes significantly beyond lecture materials and course readings.</p> <p>A-(70-74): Performs the assigned task to an excellent standard, with accuracy and sufficient detail, without significant errors, no major shortcomings. In an essay, a work in this range should use a good number of appropriate sources, go beyond the material covered in lectures, and demonstrate critical ability, analytic/synthetic skills, and impressive research skills.</p>
60-69	B (2i)	Good. Some critical thinking or reflection demonstrated. Many relevant points made, clearly argued, accurate and coherent. Includes major points in the course material and shows appreciation of their importance.
50-59	C (2ii)	Satisfactory. A solid piece of work but with gaps, errors or minor misconceptions.
40-49	D (3 <sup>rd</sup> )	Poor. Inadequately argued and poorly documented. Provides some relevant information but omits many important points and contains a substantial number of errors or misconceptions. Little tie to relevant sources. 40 – This is the minimum passing mark. Barely sufficient evidence to avoid failure, with only a rudimentary knowledge of the subject; contains irrelevant material or significant errors and misconceptions.
0-39	F* (fail)	<p>Failure. Inadequate in conception, substance or argument.</p> <p>F+ (35-39): A failing item, but one which could be brought to pass standard if either more information was provided, or better use was made of the information. When applied to whole courses, the student may be eligible for referred (supplemental) assessment.</p> <p>F (20-34): Contains some correct items of information not centrally relevant to the topic.</p> <p>F- (0-19): Completely inadequate in conception, substance and argument. No understanding of the course material demonstrated.</p>



## 25 Appendix 3: STS Postgraduate Criteria for Assessment

This page contains departmental marking guidelines for individual items of assessment. There may be additional criteria specified by module tutors; students should check criteria for assessment in the module syllabus.

(Reviewed: September 2014)

Mark	Grade	Description
>70	A	<p>Distinction. Because this covers a range of thirty points, the following breakdown has been introduced as a guideline:</p> <p>A++ (91-100): Marks awarded to truly exceptional pieces of work.</p> <p>A+ (84-90): Satisfies all of the requirements for an 'A' grade, with additional originality, sophistication, or skill going beyond what is expected.</p> <p>A (77-83): Satisfies all of the requirements for an 'A-' grade, but also demonstrates originality, substantial or subtle critical accomplishment, and substantial analytic, synthetic, and technical skills.</p> <p>A- (70-76): Performs the assigned task to a high standard with accuracy and sufficient detail, without significant errors or major shortcomings. Demonstrates a comprehensive level of knowledge and ability to synthesise an exceptionally wide range of materials. Distinctively sophisticated and focused analysis, critical use of sources and insightful interpretation. Outstanding ability to formulate a convincing and coherent argument independently Excellent presentation and comprehensive documentation.</p>
60-69	B	<p>Merit. Performs the assigned task to a very good standard. Most but not all of the criteria satisfied for an A grade. Less evidence of originality, critical thought and individuality.</p>
50-59	C	<p>Fair grasp of basic issues. Some, limited critical thinking or reflection demonstrated. Many relevant points made, clearly argued, accurate and coherent. Includes major points in the course material and shows appreciation of their importance but fails to progress beyond routine points.</p> <p>Marks may have been deducted for: limited range and depth of reading; tendency to summarise the work of others rather than to synthesise the fruits of research into a discernible thesis; failure to maintain a consistent narrative and/or argument throughout essay; generalisations beyond the evidence offered; inadequate or inaccurate referencing; poor grammar, punctuation and/or spelling.</p> <p>50: minimum passing mark.</p>
49-0	F (fail)	<p>Failure. Inadequate in conception, substance or argument. Shows a poor familiarity with relevant information and an inability to synthesise material from a range of sources. Demonstrates failure to use sources and an inadequate ability to engage in systematic inquiry. Failure to present a sustained, coherent and effective argument. Inadequate grasp of appropriate principles of documentation and presentation.</p>

## **26 Appendix 4: STS Staff**

### **26.1 Academic Staff:**

1. Professor Jon Agar – Head of Department and Professor in Science and Technology Studies
2. Dr Chiara Ambrosio – Associate Professor in History and Philosophy of Science
3. Professor Brian Balmer – Professor in Science Policy Studies
4. Dr Jenny Bulstrode – Lecturer in History of Science and Technology
5. Professor Joe Cain – Professor of History and Philosophy of Biology.
6. Dr Emily Dawson – Associate Professor in Science Communication
7. Professor Sarah Edwards – Professor of Bioethics
8. Dr Carina Fearnley – Associate Professor in Science and Technology Studies
9. Dr Jean-Baptiste Gouyon – Lecturer in Science Communication
10. Professor Andrew Gregory – Professor of History and Philosophy of Science
11. Dr Stephen Hughes – STS Lecturer (Teaching)
12. Dr Phyllis Illari – Associate Professor in History and Philosophy of Science
13. Professor Frank A.J.L. James – Professor of History of Science
14. Dr Rory Jubber – Associate Lecturer (Teaching) in Political Theory
15. Dr Simon Jay Lock – Associate Professor in Science Communication and Governance
16. Dr Tiago Mata – Lecturer in Science and Technology Studies
17. Dr Charlotte Sleigh – Lecturer (Teaching) in Social Studies of Science
18. Dr Melanie Smallman – Lecturer in Science and Technology Studies
19. Dr Erman Sozudogru – Lecturer in Philosophy of Science and Medicine
20. Dr Jack Stilgoe – Associate Professor of Social Studies of Science
21. Dr Emma Tobin – Head of Department and Associate Professor of Philosophy of Science
22. Dr Noemi Tousignant – Lecturer in Science and Technology Studies
23. Dr Cristiano Turbil – Lecturer in History of Medicine
24. Dr Michel Wahome – Lecturer in Science, Technology and Society
25. Dr Simon Werrett – Senior Lecturer in History and Philosophy of Science

### **26.2 Research Fellows and Teaching Fellows**

26. Dr Maria Kiladi – Research Fellow in History of Eugenics
27. Dr Cian O'Donovan – Teaching Fellow
28. Dr Amy Unsworth – Research Fellow

### **26.3 Professional Services Staff**

29. Giuseppe La Rosa – Department Manager
30. Victoria Mounsey, Operations Administrator
31. Randle Roberts – Teaching Administrator
32. Susan Walsh – Research and Finance Administrator
33. TBC – Student Success Advisor